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**From:** Nassif, Julianne (DPH)  
**Sent:** Wednesday, February 01, 2012 11:11 AM  
**To:** Fuller-Jones, Sydney (DPH)  
**Subject:** RE: Modification to QC/QA review

Sydney we'll do it at the 11 time slot instead of the regular weekly meeting.  
Julie

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**From:** Fuller-Jones, Sydney (DPH)  
**Sent:** Wednesday, February 01, 2012 11:08 AM  
**To:** Nassif, Julianne (DPH)  
**Subject:** RE: Modification to QC/QA review

Hello Julie,

Is there a particular time you would like to meet with CT/Lab folks on the first Monday of each month? Please let me know, and then I will see what is available as far as rooms go.

Thank you,

Sydney

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**From:** Nassif, Julianne (DPH)  
**Sent:** Wednesday, February 01, 2012 10:59 AM  
**To:** Salemi, Charles (DPH); Piro, Peter (DPH); O'Brien, Elisabeth (DPH); Jenner, Jennifer (DPH); Clemmer, Jill (DPH); Rubin, Alan (DPH); Cheng, Gloria (DPH); Alfonso, Felipe (DPH)  
**Cc:** Fuller-Jones, Sydney (DPH)  
**Subject:** Modification to QC/QA review

Good Morning All,

In an attempt to be more efficient and to return important QC materials to the laboratory in a timely way, I am making the following changes to the way in which we will review QC documents.

- CT/Environmental Laboratories – on the first Monday of the month we will review documents in lieu of the scheduled weekly meeting. If it is a Monday holiday, we will review on Tuesday.
- Lead Lab and Drug Lab – Sydney will schedule individual meetings with each laboratory. My preference is to have only 1 lab QC meeting/week. If there is a day of the week or week of the month that is better than others, let me or Sydney know and we will try to accommodate.

Thanks, Julie

Julianne Nassif  
Director of Analytical Chemistry  
William A. Hinton State Laboratory  
Massachusetts Department of Public Health  
305 South Street Boston, MA 02130  
617.983.6651 (voice) 617.983.6662 (fax)